



## Equestrian Coordinator Job Description

### JOB SUMMARY:

Responsible for the day-to-day management of the equestrian programs.

### REPORTS TO:

Camp Director

### QUALIFICATIONS:

1. Must be at least 21 years old.
2. Strong leadership skills and decision-making abilities.
3. Ability to work with children in an enthusiastic and positive manner.
4. CHA Level 2 Instructor certification preferred.
5. Must be able to attend pre-camp trainings.
6. Interest and experience with equestrian activities including:
  - English Horseback Riding
  - English Horseback Riding Instruction
  - Horse Science/Care
  - Barn Management

### ESSENTIAL FUNCTIONS:

1. Oversee department programming:
  - Uphold program quality expectations in all activities
  - Review and approve counselor craft plans
  - Schedule department activities/staff
  - Ensure all relevant safety regulations and ACA standards are followed
  - Keep thorough records of camper honors earned
  - Assist Trips Coordinator in planning and execution of Equestrian Outpost Trip
2. Supervise department staff:
  - Provide activity-specific trainings & in-service workshops
  - Evaluate performance of department staff at regular intervals
  - Communicate any staff or parent concerns to the Leadership Team
  - Mediate and solve problems that may arise between staff
3. Maintain department equipment, supplies, and facilities:
  - Purchase needed supplies
  - Maintain, inventory, and ensure wise use of all equipment
  - Oversee cleanliness and organization of all activity spaces
  - Open and close activity areas at the beginning/end of the summer season
4. Ensure the health and safety of all persons and horses at the barn:
  - Work with the horses to determine skill of rider they will take, evaluate campers' riding skill. Match the campers and horses in skill, dividing the riders into compatible groups.
  - Evaluate horses' health on a daily and coordinate feeding/watering/medication/mucking schedule with available/trained staff
  - Coordinate necessary transportation of campers to and from the barn
  - Strictly enforce proper staff ratios at the barn and during riding lessons
  - Coordinate vet and farrier, feed, or any other needs with the Camp Director
5. Teach or assist with at least two department crafts per week.
6. Assist with pre-camp training.
7. Live in and supervise one cabin unit. Ensure quality cabin rituals and positive cabin culture are maintained and camper needs are met.
8. Serve as a resource for behavior management techniques, program skills, traditions, and support to all counselors.
9. Compile a written report on the operation of the department at the end of the summer season.
10. Perform other duties as assigned by the Administrative Team.

### APPLICATION PROCESS:

Submit cover letter and resume to [hantesa@campfireiowa.org](mailto:hantesa@campfireiowa.org) with 'Equestrian Coordinator Application' in the subject line or apply online at [www.campfireiowa.org](http://www.campfireiowa.org).